

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Mail Room Supervisor

SALARY GROUP: A13

DEPARTMENT: Mail System Coordinators Panel

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lorie Davis DATE: 02/03/2016

POSITION #: 033287

I. JOB SUMMARY

Performs complex administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; performing administrative support work; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning and execution of mail room operations; inspects offender correspondence, publications, books, and packages; and maintains records and files of offender correspondence and mail room activities.
 - B. Issues postage and writing materials to indigent offenders and maintains related records; responds to offender questions, complaints, and requests regarding correspondence; and maintains the security of offender correspondence.
 - C. Provides liaison with the Mail System Coordinators Panel (MSCP) in interpreting correspondence rules; and obtains information on proper procedures for processing offender correspondence.
 - D. Supervises, trains, and assigns the work of mail room administrative support and technical program staff; and develops and presents training materials to staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Two years full-time, wage-earning mail room operations experience

or

three years full-time, wage-earning correctional unit operations experience.

- 3. Experience in the supervision of employees preferred.

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B. Knowledge and Skills

1. Knowledge of the United States Postal Service regulations.
2. Knowledge of office practices and procedures.
3. Knowledge of correctional unit operations and mail room operations preferred.
4. Knowledge of policies, procedures, rules, and regulations relevant to offender correspondence preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan, organize, and assign the work of others.
11. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, cart, and automobile.